



**Policy for Maintenance
of Academic and
Physical Facilities
Document**

P. K. M. College of Education, Madampam



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PRINCIPAL
P.K.M. COLLEGE OF EDUCATION
KAITHAPRAM, P. O., MADAMPAM
SREEKANDAPURAM, KANNUR DT.,-670631

POLICY

Area: Institution Maintenance

Policy No: POL018/MAP/PKM/2019

Title: Policy for Maintenance of Academic and
Physical Facilities Document

Policy Owner: Principal

POLICY STATEMENT

Our Institution is committed to establishing comprehensive systems and procedures for the effective maintenance and utilization of physical, academic, and support facilities. We prioritize regular assessments and preventive maintenance to ensure the longevity and reliability of our infrastructure. Efficient resource allocation strategies will be employed to maximize the utilization of facilities. This policy is mandatory for all employees, and periodic reviews will be conducted to align with evolving needs and industry best practices

OBJECTIVES

- ❖ Utilization of government funded projects and other infrastructural schemes like RUSA, UGC etc.
- ❖ To ensure state of the art infrastructure for curricular, co-curricular, extra-curricular and administrative needs of the college.
- ❖ To guarantee stakeholders the benefits of optimal utilization of the infrastructural facilities.
- ❖ To coordinate between the allocation of facilities and utilization of resources like Classrooms, Seminar halls, Conference halls, Auditorium, Library, Laboratories, and Sports complex.
- ❖ AMC with service providers for ICT equipments

SCOPE OF THE POLICY:

The development and maintenance of a well-developed infrastructure is critical for the consistent growth of any Higher Education Institution (HEI). Infrastructure policy of the college aims to meet both current and future infrastructure demands of the college. The policy has both physical and virtual assets in its purview and it aims to promote the development of infrastructure by adhering to the Vision and Mission of the college.




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POLICIES ADOPTED

Physical facilities

- ❖ Security Systems: Install and maintain security systems for the safety of students and faculties.
- ❖ AMC and MOU : Signed an AMC and MOU for the maintenance of ICT equipments.
- ❖ Every department has to keep a stock register and complaint register of the departmental infrastructure facilities and an annual stock verification has to be done.
- ❖ Regular Inspection: Establish a schedule for routine inspections of physical facilities to identify maintenance needs.
- ❖ Repairs and Upkeep: Define procedures for addressing repairs promptly and ensuring the overall upkeep of buildings, classrooms, laboratories, and other physical spaces.
- ❖ Environmental Control: Provide effective heating, ventilation, and air conditioning (HVAC) systems

Academic Facilities Utilization:

- ❖ Class Scheduling: Outline procedures for scheduling classes, exams, and other academic activities to optimize the use of academic facilities.
- ❖ Room Reservation: Define a system for reserving academic spaces for various events, meetings, or special activities.
- ❖ Classroom Technology: Integrate modern technology into classroom and facilities.
- ❖ Storage Solutions: Plan for efficient storage of educational materials and equipment

Support Facilities Utilization:

❖ Libraries and Resource Centers

The guidelines to ensure accessible materials, organize resources efficiently, integrate technology, offer user guidance, provide collaborative spaces, employ knowledgeable staff, conduct regular training, establish a feedback mechanism, extend operating hours, and engage with the community

❖ Laboratory

Establish protocols for the use of Science lab, Psychology lab and Computer lab. Ensure safety protocols outlined in laboratory manuals, documents are easily accessible, efficiently arrange resources, include technology, provide user advice, create collaboration areas, maintenance of registers.



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❖ **Sports complex**

Ensure maximum usage and maintenance of indoor stadium, volleyball cum throwball court, basketball cum badminton court, table tennis board etc by the students. Establish safety measures and storage methods.

❖ **Computers**

Guidelines for the use of computers in the college for educational activities, research, library access and official college related tasks. Provide internet access and follow proper e-waste management measures.

❖ **Classrooms**

Establish, utilize and maintain digital and non-digital teaching- learning aids, class library, learning resources, pedagogic discussion and workshop corners

❖ **Administrative Spaces**

Establish protocols for the use of offices, meeting rooms, and other administrative spaces to ensure efficient operations.

❖ **Recreation and Common Areas**

Specify guidelines for the use of recreational facilities and common areas, addressing issues such as noise levels and shared space.



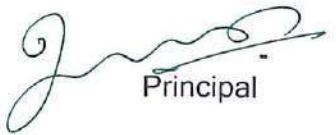
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APPROVAL AND REVIEW DETAILS

Approval Authority	Governing body
Administrator	Principal
Approved on	10-05-2019
Next review date	May, 2024




Principal

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Nb: Any updates or revisions required for the policy within the policy period, can be carried out by IQAC on approval by the Principal.